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ABSTRACT

An instructor's manual and student activity guide on fashion merchandising are provided in this set of prevocational education materials which focuses on the vocational area of distributive education. (This set of materials is one of ninety-two prevocational education sets arranged around a cluster of seven vocational offerings: agriculture, home economics, distributive education, health occupations, world of work, trade and industry, and office occupations.) The instructor's guide is organized into the following elements: title of activity, duration of activity (four to seven periods), activity goals, six instructional objectives, related vocational clusters, and activity implementation (description, materials needed, safety considerations, teacher preparation prior to class, during the class, follow-up activities, answer keys to student check point activities, and masters for duplication). The student activity guide provides step-by-step instructions (narrative and illustrations) for completing each instructional objective. At the end of each set of instructions is a student check point (evaluation activity). Eight occupational descriptions (e.g., merchandise distributor, stock-control clerk, sales clerk, salesperson, stock-control supervisor) conclude the document. (CT)

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D.E.--FASHION MERCHANDISING

Kit No. 43

INSTRUCTOR'S MANUAL

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1978

CE 020 517

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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TITLE OF ACTIVITY

Kit No. 43, D.E. – Fashion Merchandising

DURATION

Main Activity – 3 periods
Follow-up Activity – 1 to 3 periods

GOALS

Part A:

The student will be familiar with the information on a price ticket.

The student will learn the different types of price tickets.

The student will understand the reason why certain price tickets are used with different types of products.

Part B:

The student will understand the information needed to take an inventory of products.

The student will understand how to take and record an inventory of products.

Part C:

The student will learn the different parts of a purchase order.

The student will understand how to write an order for products.

INSTRUCTIONAL OBJECTIVES

Part A:

The student will identify the parts of a price ticket.

Given a picture of different price tickets and a series of pictures showing the uses of the tickets, the student will match the name of a ticket with its usage.

Part B:

The student will correctly write information on an inventory form.

Using sample products, the student will take an inventory of those products, writing the correct information on an inventory form.

Part C:

Given the different parts of a purchase order form, the student will correctly list the type of information written in each part.

Given a list of products to be ordered, the student will correctly fill out a purchase order.

VOCATIONAL CLUSTERS

Office Occupations

ACTIVITY IMPLEMENTATION

A. Activity Description

This activity will introduce the student to merchandising activities common to the fashion merchandising field. The activity is divided into three parts so that all students need not work on the same activity at one time. Each part is not dependent on the other. The merchandising activities include marking products, taking a physical inventory, and filling out a purchase order.

B. Safety

No special safety procedures are necessary other than those commonly observed in the classroom.

C. Materials Required

1. Audio Visual Equipment
   None

2. Technical Equipment
   1 folding display rack
   15 boxes that serve as sample products
   10 sets of sample price tickets, 8 different tickets in each set

3. Expendable Materials
   Pencils

D. Preparation Prior to Class

You should read through the student activity guide to become acquainted with the tasks involved.

Because the activity is in three parts, you may want to separate the class into three groups so that everyone in a group will be

working on one of the parts. However, the tasks are completed individually, not as a group.

Run off enough copies of the masters for duplication.

Individual desks or tables in the classroom would be an adequate place at which to set up a work station.

At each station, place the following:

1 Student Activity Guide

1 set of price tickets – for those working on Part A only

On a table at a separate location in the classroom, place the following:

1 display rack

15 boxes that serve as sample products displayed on the rack. Put like sample products together. For example, place all No. 2210 together, all No. 2211 together, etc.

Place chairs or desks near the table that holds the display. At a particular point in the activity, a student will come to the display to complete the assigned task.

E. During Class Session

INTRODUCTION – The merchandising tasks you will perform are activities which will introduce you to the area of fashion merchandising. Several of the duties are: marking products, taking a physical inventory, and filling out a purchase order. You may be called upon to do any of these tasks if you are working in a retail or wholesale business. These activities will teach you how products are marked, how to take a physical inventory, and how to fill out a purchase order.

On your desks are the student booklets and the equipment you will need in order to learn about these merchandising activities. Follow the directions in the booklet. When you need a checkpoint sheet or any of your work checked, go to the instructor's desk.

TO INSTRUCTOR – You should be available to help the students. Students will probably be able to complete one of the three parts in one class period.

F. Follow-up Activities

1. Using the VIEW Fact Sheet, students should report on at least one of the following occupations:
   - --Buyer
   - --Cashier
   - --Department Store Salesperson
   - --Florist
   - --Furniture Salesperson
   - --Manager, Department Store
   - --Shipping and Receiving Clerk
   - --Stock Clerk
   - --Wholesale Manager
2. Each student collects price tickets from his/her own purchases and makes a collage using the tickets.
3. Collect sample purchase orders from businesses and from school offices and compare the forms used.
4. Collect sample inventory forms from businesses and compare the different forms.
5. Students prepare a bulletin board or display showing the three merchandising activities studied.
6. Take an inventory for the school store, canteen, or central supply area in the schools. Discuss results.
7. Take a field trip to a retail business to see the marking operation and to see how inventory and purchasing is handled.
8. Students visit different retail businesses and write down all the different types of price tickets used and how they were used.
9. Interview businesspeople to determine how frequently a physical inventory is taken. Make a report comparing the type of business with the number of times an inventory is taken.
10. Each student brings in a price ticket and reports on the information found on the ticket.
11. Invite a guest speaker from a retail or wholesale business to explain how a physical inventory is taken and how products are marked in that business.
12. Invite a buyer or purchasing agent to speak to the class on his/her occupation.
13. Look up classified help wanted ads in the newspaper and list the different job openings in which merchandising activities may be performed.

14. Invite a security person from a retail business to speak to the class on how properly marked products can help stop shoplifting.

ANSWER KEY

PART A

Instructional Objective I

A. Manufacturer's Number
B. Department Number
C. Size
D. Style or Stock Number
E. Color
F. Selling or Retail Price

Instructional Objective II

1. String ticket
2. Pin ticket
3. Gummed ticket
4. Button ticket
5. Hole pin ticket
6. Optical-font ticket
7. Ringseal ticket

Instructional Objective III

1. C
2. E
3. A
4. F
5. B
6. D
7. G

PART B

Instructional Objective I

Inventory form checked by instructor.

Instructional Objective II

INVENTORY

Entered By _____ Department _____ Examined By _____

QUANTITY	DESCRIPTION	PRICE	UNIT
3	#3310 Yamgeuma Cologne, 1 oz.	3 95	each
3	#3311 Yamgeuma Cologne, 3 oz.	6 95	each
4	#3312 Yamgeuma Perfume, 1 oz.	9 95	each
2	#3313 Yamgeuma Spray Cologne	4 95	each
4	#3314 Yamgeuma Soap	1 95	each

PART C

Instructional Objective I

1. The name and address of the business to which the order is mailed.
2. The name and address of the business that is doing the ordering.
3. The date the products are needed at the business that is doing the ordering.
4. How the products are to be shipped.
5. The amount of a certain type of product that is being ordered
6. Number or words that tell about a certain type of product
7. How much each product costs
8. How much all of a certain product costs

Instructional Objective II

PURCHASE ORDER

No. 3430 Date Dec. 20 19 77

To Yamgeuma Products, Inc.

Address 200 Eighth Ave., Bayfield, N.J. 10001 Date Required Jan. 10 78

Ship To Uptown Department Store How Ship Parcel

Address 20 Main Street, Anytown, N.C. 47310

	QUANTITY	DESCRIPTION	COST	TOTAL COST
1	3	#3310 Yamgeuma Cologne, 1 oz.	3 95	11 85
2	1	#3311 Yamgeuma Cologne, 3 oz.	4 50	4 50
3	5	#3312 Yamgeuma Perfume, 1 oz.	6 00	30 00
4	5	#3313 Yamgeuma Spray Cologne	3 00	15 00
5	10	#3314 Yamgeuma Soap	1 00	10 00
6				
7				

MASTERS FOR DUPLICATION

VIEW Fact Sheet
Part A:
Checkpoint: Objective I
Checkpoint: Objective II
Checkpoint: Objective III
Part B:
Inventory Form
Part C
Checkpoint: Objective I
Purchase Order Form
Purchase Order Information

VIEW FACT SHEET

NAME _____ CLASS _____ OCCUPATION _____

A. List the advantages (good points) of this occupation (job).

B. List the disadvantages (bad points) of this occupation (job).

C. List three things you should know to do this occupation (job).
1.
2.
3.

D. What type of education should you get to be prepared (do) for this occupation (job)?

E. What courses must you take to go into this occupation (job)?

F. What do you think your future in this occupation (job) will be?

G. What wage can you expect in this occupation (job)?

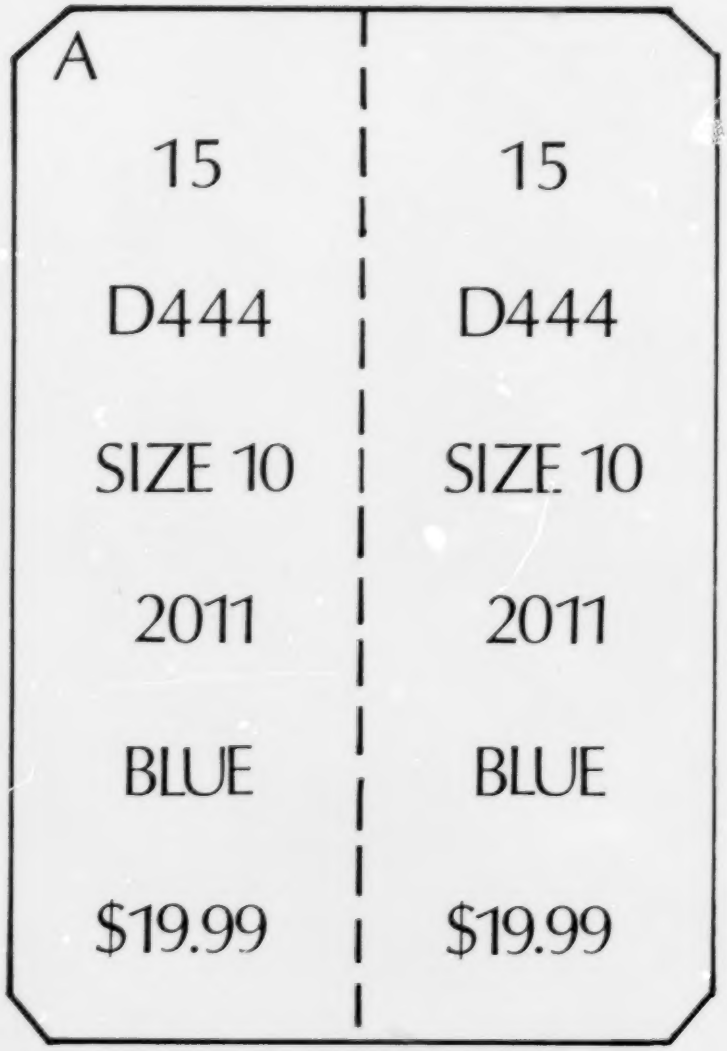
H. What are the working hours of this occupation (job)?

I. To learn more about this occupation (job), write to:

J. Using a scale of 1 to 5, circle the number that measures your interest in this occupation (job) as a possible career.

I don't like it. ← 1 2 3 4 5 → I like it.

PART A
CHECKPOINT: OBJECTIVE 1



A_____

B_____

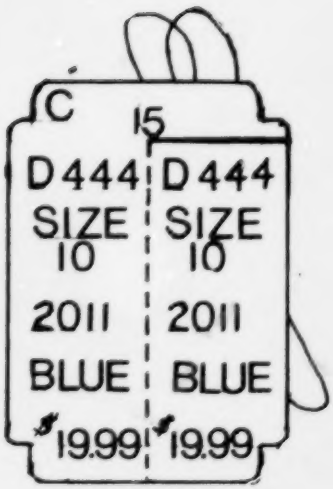
C_____

D_____

E_____

F_____

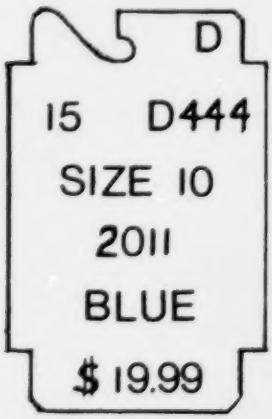
PART A
CHECKPOINT: OBJECTIVE II



1. _____

2. _____

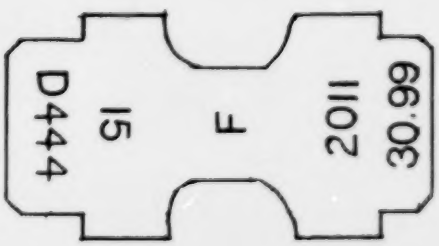
3. _____



4. _____

5. _____

6. _____



7. _____

9

PART A
CHECKPOINT: OBJECTIVE III

___ 1. STRING TICKET

___ 2. GUMMED TICKET

___ 3. RINGSEAL TICKET

___ 4. HOLE PIN TICKET

___ 5. OPTICAL-FONT TICKET

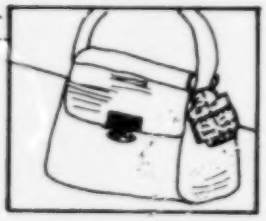
___ 6. BUTTON TICKET

___ 7. PIN TICKET

A.

B.

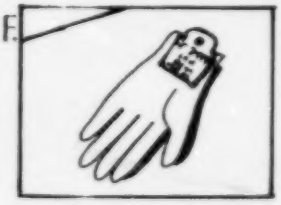
C.



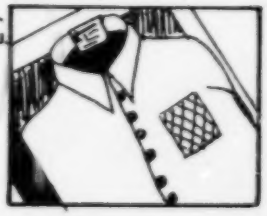
D.

E.

F.



G.



INVENTORY _____ 19___

Entered By: _____ Department: _____ Examined By: _____

QUANTITY	DESCRIPTION	PRICE		UNIT

PART C
CHECKPOINT: OBJECTIVE 1

1. "TO" and "ADDRESS"_____

_____

2. "SHIP TO" and "ADDRESS"_____

_____

3. "DATE REQUIRED"_____

_____

4. "HOW SHIP"_____

_____

5. "QUANTITY"_____

_____

6. "DESCRIPTION"_____

_____

7. "COST"_____

_____

8. "TOTAL COST"_____

_____

PURCHASE ORDER

No. 3450

Date _____ 19 ____

To _____

Address _____ Date Required _____

Ship To _____ How Ship _____

Address _____

	QUANTITY	DESCRIPTION	COST		TOTAL COST
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

HANDOUT

PURCHASE ORDER INFORMATION

Wilson Department Store, 100 Main Street, Anytown, South Carolina 29210, is ordering the following products from Fragrance Products, Inc., 1200 Fifth Avenue, New York 10001:

2	No. 2210 Tangerine Cologne, 1 oz.	$2.20
1	No. 2211 Tangerine Cologne, 3 oz.	$4.50
5	No. 2310 Tangerine Perfume, 1 oz.	$6.00
5	No. 3210 Tangerine Spray Cologne,	$3.00
10	No. 3211 Tangerine Soap	$1.00

The day of the order is December 20, 19--, and the date required is January 10, 19--, and the products are shipped by truck.

D.E.--FASHION MERCHANDISING

Kit No. 43

STUDENT

LEARNING ACTIVITY GUIDE

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Office of Vocational Education
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1978

PART A - MARKING PRODUCTS

INTRODUCTION

An important part of fashion merchandising is marking the product so that the price ticket includes information for the retailer as well as for the customer. The retailer uses the information on the ticket to tell what merchandise has been sold and how much to order of a certain product. The customer uses the information on the ticket to tell how much is to be paid for the product.

You probably have shopped for products and looked for the selling price on different types of price tickets. Also, you may have noticed other numbers and letters on these price tickets.

In this activity, you will learn what is printed on the price ticket as well as why retailers use different types of tickets. This will give you some idea of the information needed by a person working in fashion merchandising.

GOALS

The student will be familiar with the information on a price ticket.

The student will learn the different types of price tickets.

The student will understand the reason why certain price tickets are used with different types of products.

DIRECTIONS

Start by reading Instructional Objective I and then follow the steps to complete the objective.

Complete the checkpoint before going on to the next objective.

If you cannot complete the checkpoint, redo the steps and try again before asking for help.

Do not make any marks on the programmed text.

MATERIALS

At your station, you should have the following items:

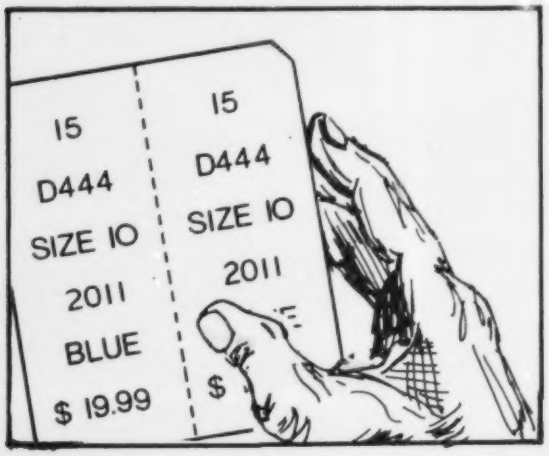
--A Student Learning Activity Guide, Part A

--Sample price tickets, A, B, C, D, E, F, G, and H

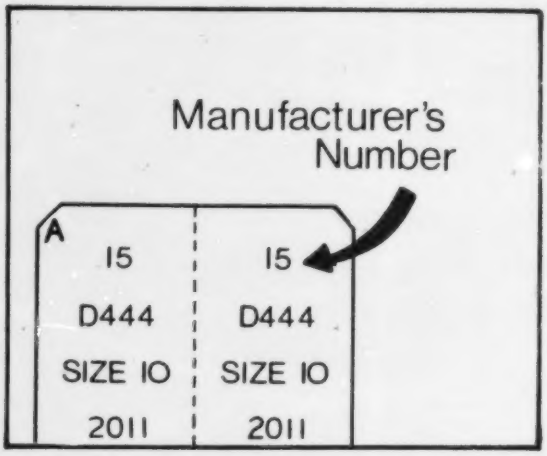
PROGRAMMED TEXT

Instructional Objective I

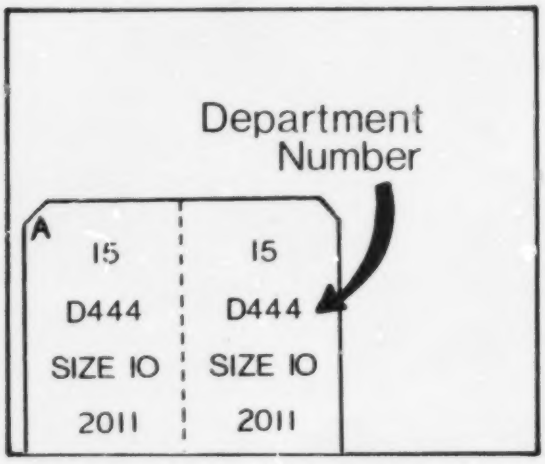
The student will identify the parts of a price ticket.



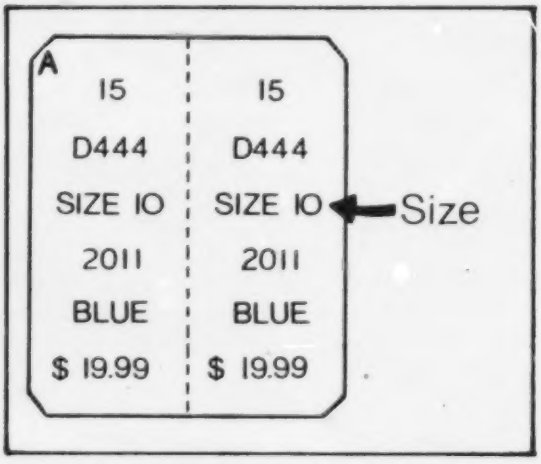
STEP 1 – Pick up the sample price ticket "A" and place it in front of you as shown in the picture.



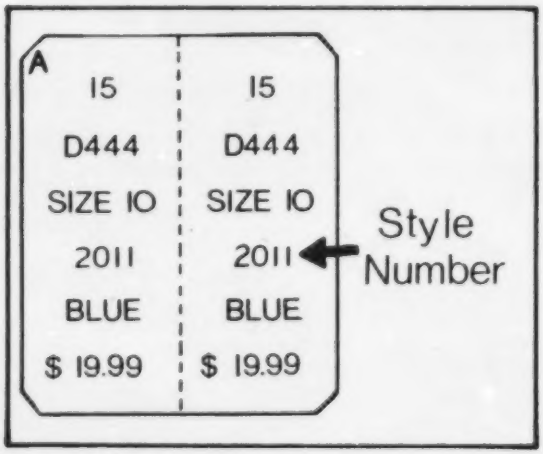
STEP 2 – The first number shown on this ticket is the *manufacturer's number.* This is a number the retail store has given the manufacturer of the goods being marked.



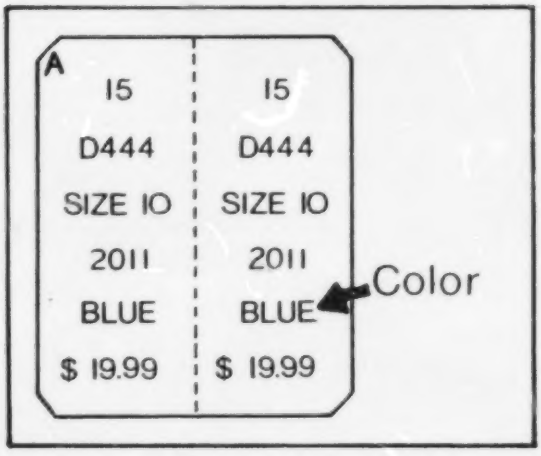
STEP 3 – The second number is the *department number.* Larger retail stores are divided into departments, and each one is given a number.



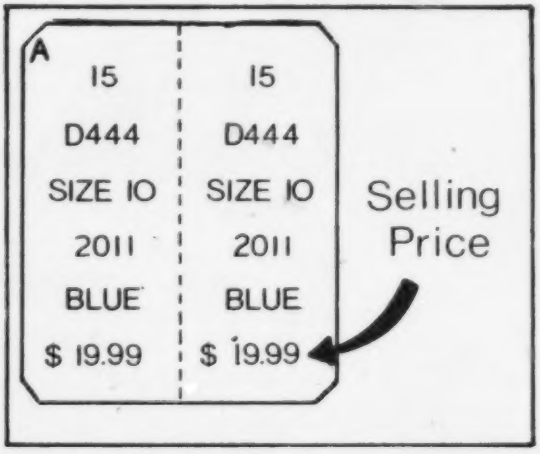
STEP 4 – The third item shown is the *size* of the product.



STEP 5 – The fourth item shown is the *style number.* This number is given by the manufacturer and is used to tell one product from another.



STEP 6 – The fifth item shown is the *color* of the product.



STEP 7 – The sixth item shown is the *selling price* or *retail price.*

Check Point

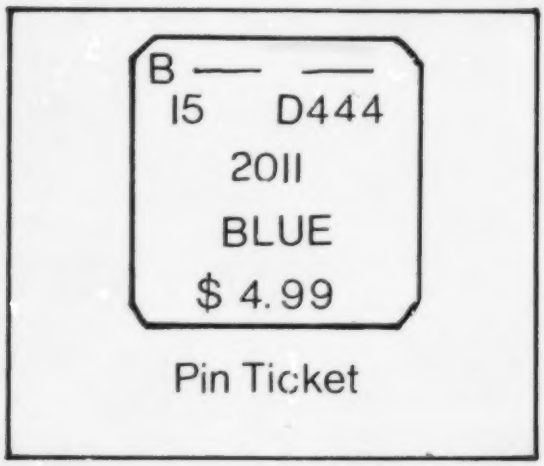
Get the handout for the checkpoint for Instructional Objective I for Part A from your instructor. Without looking in the programmed text, write the meaning of each word or number shown on the price ticket.

After you have filled in the blanks, go back to your instructor and ask to see the master to check your answers.

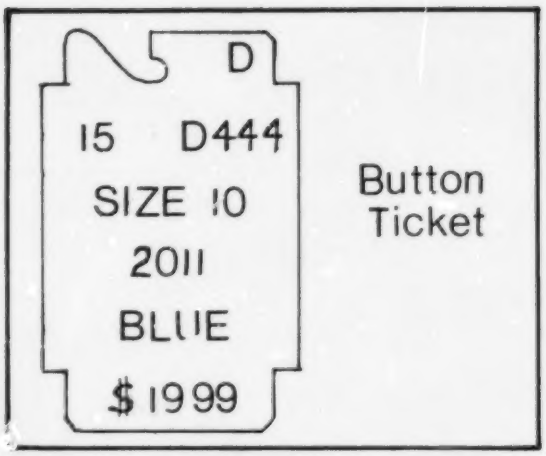
If your answers are correct, go on to the next objective. If they are wrong, redo the steps to the checkpoint.

Instructional Objective II

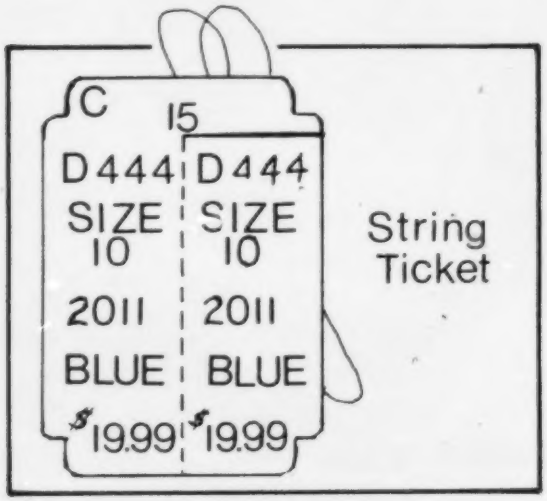
Given pictures of different types of price tickets, the student will name each ticket correctly.



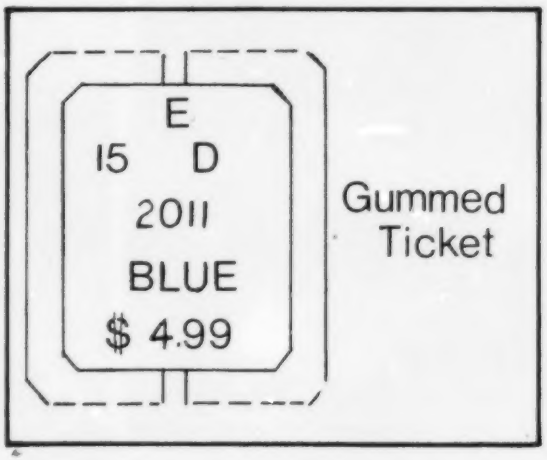
STEP 1 – Pick up sample ticket "B" and place it in front of you as shown in the picture. This is called a *pin ticket* and is attached to the product with a pin.



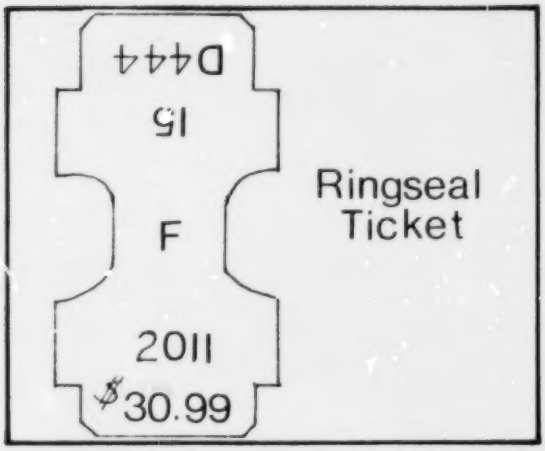
STEP 3 – Pick up sample ticket "D" and place it in front of you as shown in the picture. This is called a *button ticket* and is attached to the product by slipping it over a button.



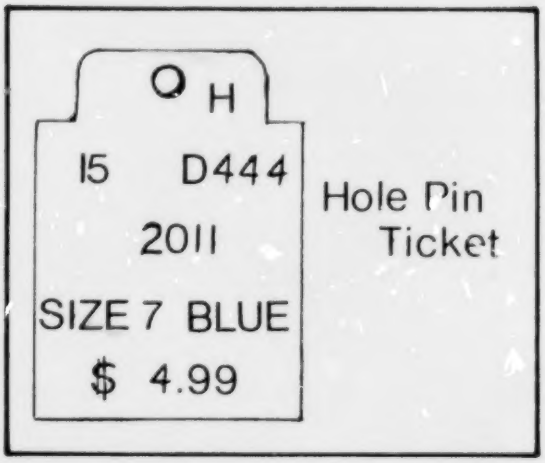
STEP 2 – Pick up sample ticket "C" and place it in front of you as shown in the picture. This is called a *string ticket* and is attached to the product with a string.



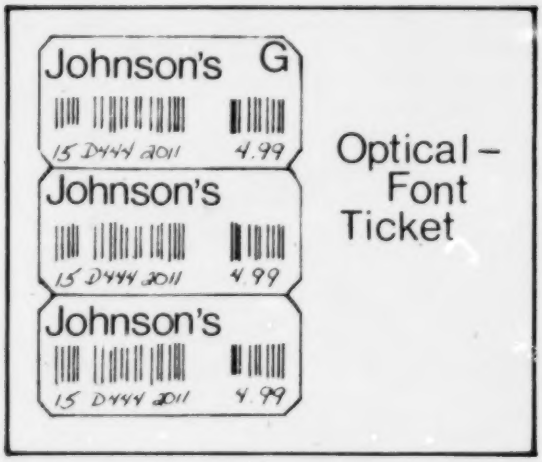
STEP 4 – Pick up sample ticket "E" and place in in front of you as shown in the picture. This is a *gummed ticket* and comes with an adhesive backing that is pressed on the product.



STEP 5 – Pick up sample ticket "F" and place it in front of you as shown in the picture. This is a *ringseal ticket* and is attached as a strap around a product.



STEP 7 – Pick up sample ticket "H" and place it in front of you as shown in the picture. This is a *hole pin ticket* and is attached by sewing the ticket onto the product.



STEP 6 – Pick up sample ticket "G" and place it in front of you as shown in the picture. This is an *optical-font ticket* and is printed with a special kind of type that can be read by a machine.

Check Point

Get the handout for the checkpoint for Instructional Objective II, Part A, from your instructor. Without looking in the programmed text, write the name of each different type of price ticket.

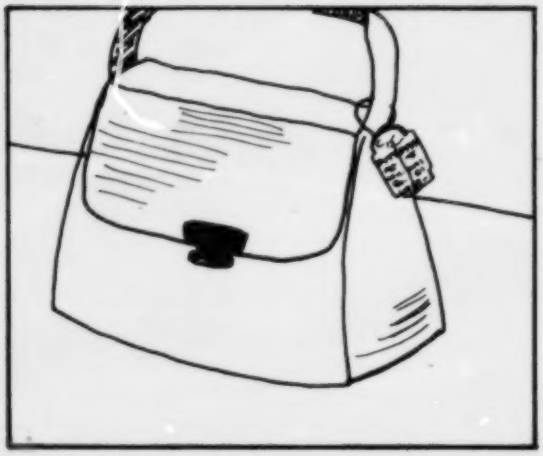
After you have filled in the blanks, go back to your instructor and ask to see the master to check your answers.

If your answers are wrong, redo the steps to the checkpoint.

Instructional Objective III

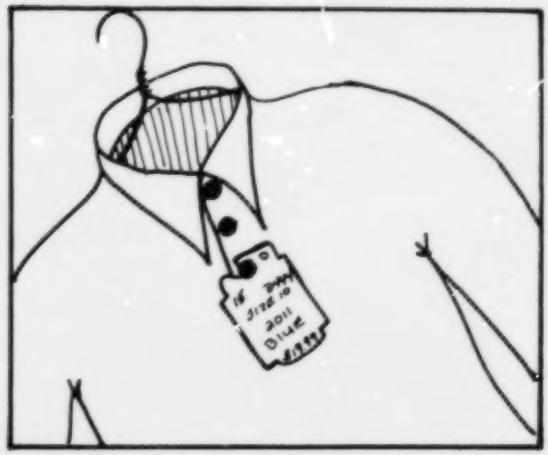
Given a list of different price tickets and a series of pictures showing the uses of the tickets, the student will match the name of a ticket with its usage.

STEP 1 – A *pin ticket* is used to mark products such as items of clothing that are folded at the manufacturer. This ticket is used because it cannot slip off the product.

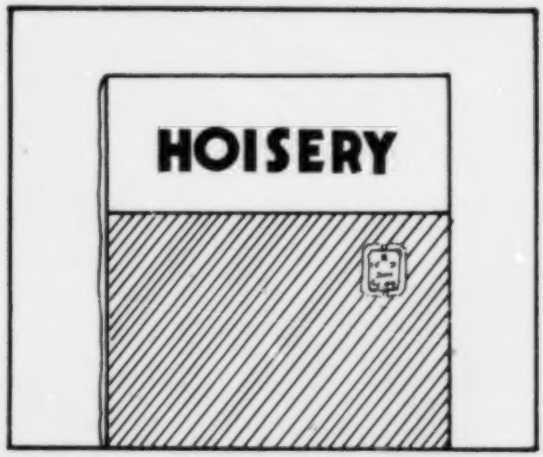


STEP 2 – A *string ticket* is used to mark many different types of products, such as handbags, where a string can be easily attached.

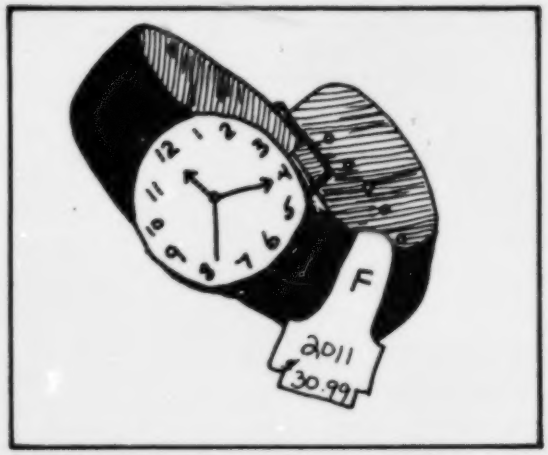
20



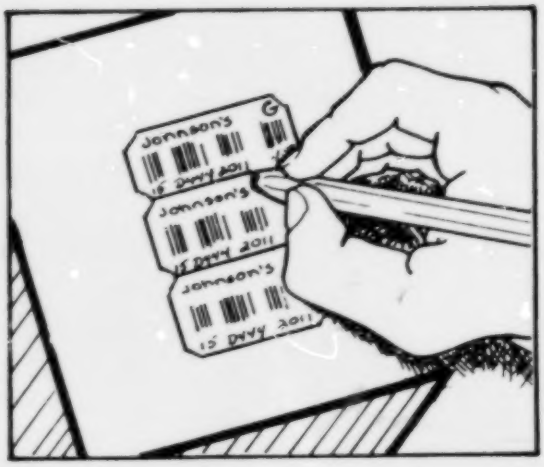
STEP 3 – A *button ticket* is slipped over a button and is used on such products as shirts, blouses, and jackets that contain buttons.



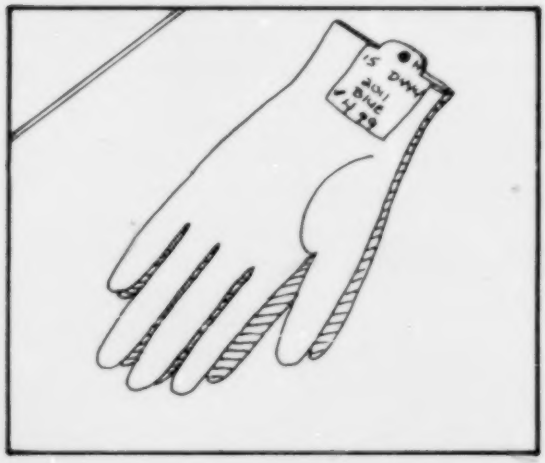
STEP 4 – A *gummed ticket* is used on cloth, leather, unpainted wood, metal, plastic, and glass.



STEP 5 – A *ringseal ticket* is used on such products as the band of a watch or on a product made with wires, such as a lamp shade.



STEP 6 – An *optical-font ticket* is used on many different types of products and is read by a machine. The machine then feeds information into a data processing system.



STEP 7 – A *hole pin ticket* is used on paired products, such as gloves, and is sewn on with thread.

Check Point

Get the handout for the checkpoint for Instructional Objective III, Part A, from your instructor. Without looking in the programmed text, match the name of each price ticket with the picture that shows its usage.

After you have filled in the blanks, go back to your instructor and ask to see the master to check your answers.

If your answers are correct, go on to the next objective. If they are wrong, redo the steps to the checkpoint.

PART B – TAKING A PHYSICAL INVENTORY

INTRODUCTION

You probably have seen advertisements in the paper that say a store is "Closed for Inventory" on a certain day. This means that the store workers are taking a physical inventory.

To take a physical inventory, a person counts the products in the store and writes down the numbers and information that is found. In a retail store, taking a physical inventory helps the manager know how many products are in the store at a certain time.

Although most retailers have a record on paper of sales, purchases, and amount of products in the store, a physical inventory will give them a true number. This inventory may be taken once a year or at regular times during the year.

In this activity, you will learn how an inventory is taken and recorded. This is one of the activities with which a person working in fashion merchandising would need to be familiar.

GOALS

The student will understand the information needed to take an inventory of products.

The student will understand how to take and record an inventory of products.

DIRECTIONS

Start by reading Instructional Objective I and then follow the steps to complete the objective.

Complete the checkpoint before going on to the next objective.

If you cannot complete the checkpoint, redo the steps and try again before asking for help.

Do not make any marks in the programmed text.

MATERIAL

At your station, you should have the following item:

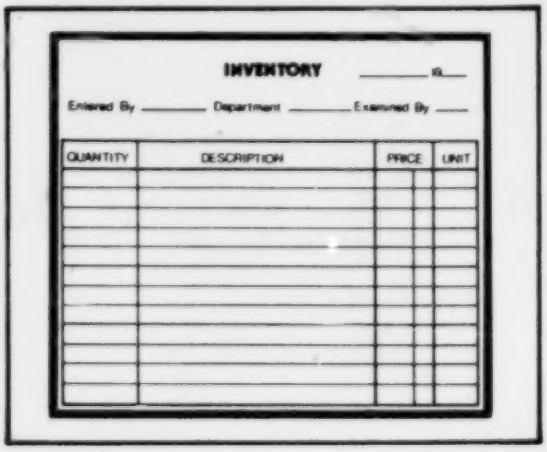
--A Student Learning Activity Guide, Part B

PROGRAMMED TEXT

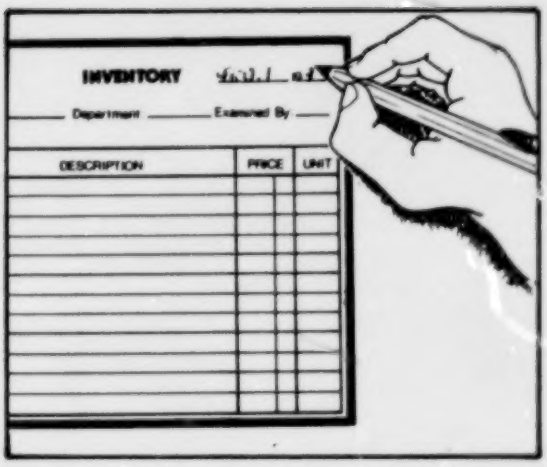
Instructional Objective I

The student will correctly write information on the inventory form.

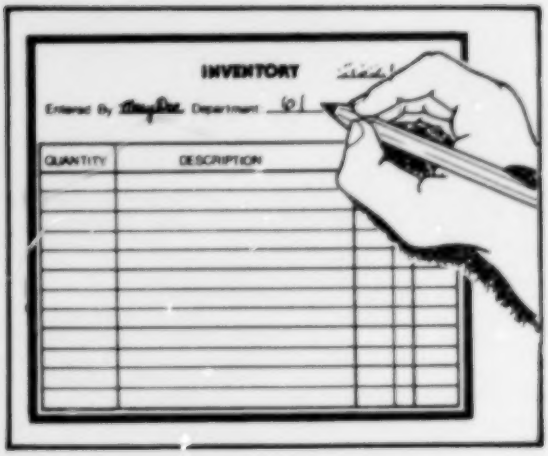
STEP 1 – Go to your instructor and get the handout of the inventory form.



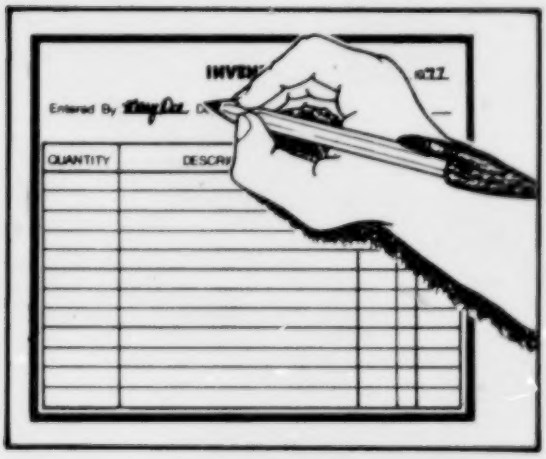
STEP 2 – Place the inventory form in front of you as shown in the picture.



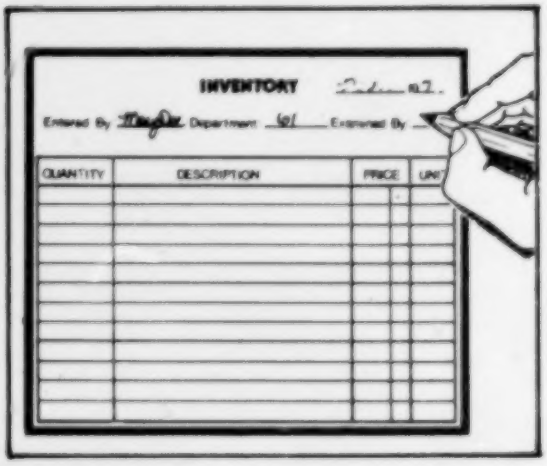
STEP 3 – The first line of the form shows the date the inventory is taken. On this line, write today's date.



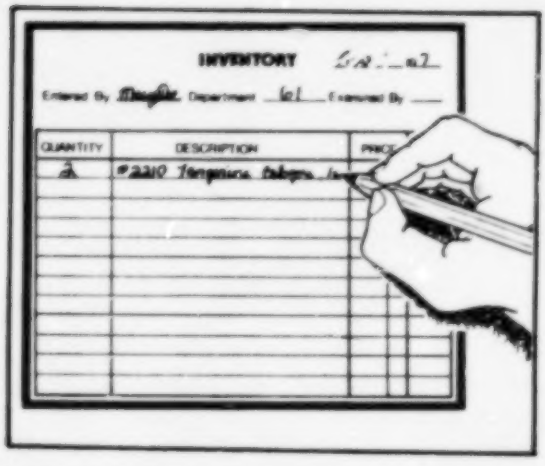
STEP 5 – The word *Department* shows the part of the store in which the inventory is taken. This may be a name or number. Beside the word *Department* write *61*.



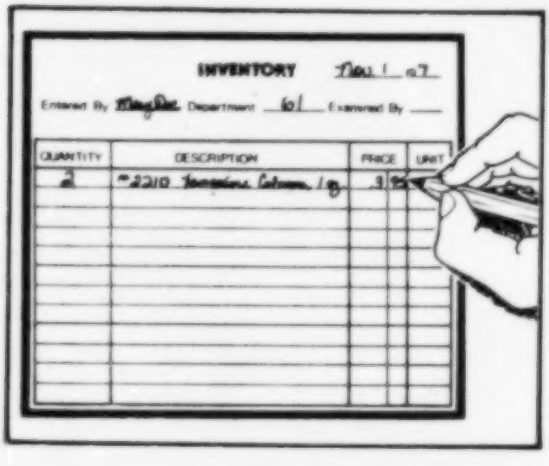
STEP 4 – The words *Entered by* show the name of the person who is taking the inventory. Beside the words *Entered by* write your name.



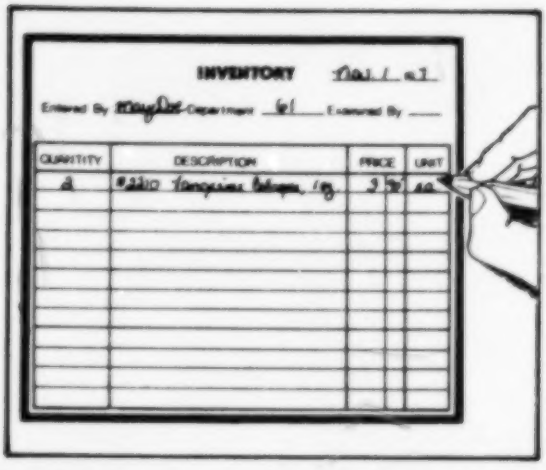
STEP 6 – The words *Examined by* show the name of the person who checks the inventory form after the inventory has been taken. Do not write in the blank beside these words. Your instructor will check your inventory sheet later and write in this space.



STEP 7 – The word *Quantity* means how many products of the same kind are counted. To be the same, products must have the same stock number. The word *Description* shows what item, along with its stock number, is being counted. In the first block under *Quantity* write the number *2*. In the first space under *Description* write *2210 Tangerine Cologne, 1 oz.*



STEP 8 – The word *Price* means the selling price of the product that is counted. The selling price is found on the product. In the space under the word *Price* write *$3.95* as shown in the picture.



STEP 9 – The word *Unit* shows that the product is sold as a single product (called "ea" for each) or is sold in a larger number (called "pr " for pair or "doz" for dozen). In this illustration, the product is sold as a single item.

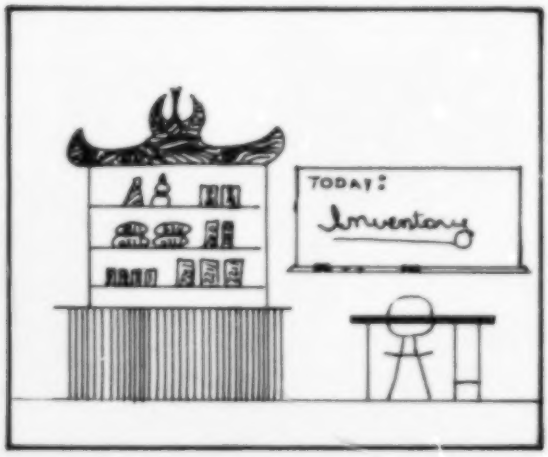
In the space below the word *Unit* write *ea.*

Check Point

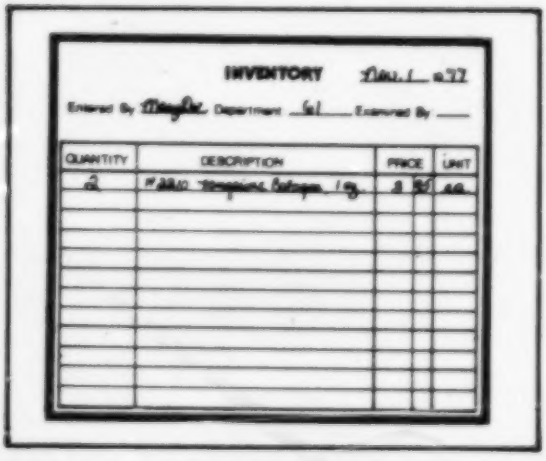
Recheck the information you recorded on the inventory form. Take the form to your instructor. If your instructor says that your inventory form has been filled out correctly, go on to the next objective. If the form is wrong, redo the steps to the checkpoint.

Instructional Objective II

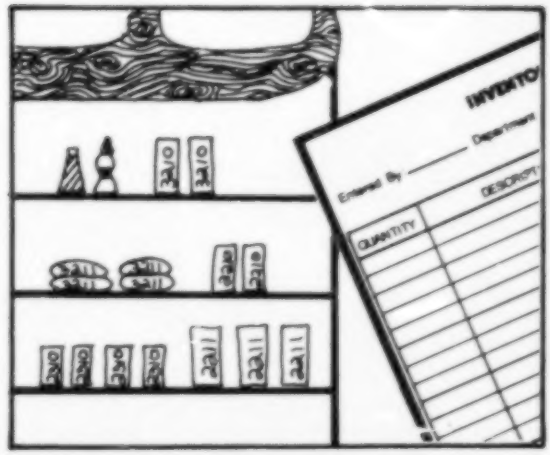
Using sample products, the student will take an inventory of those products, writing the correct information on the inventory form.



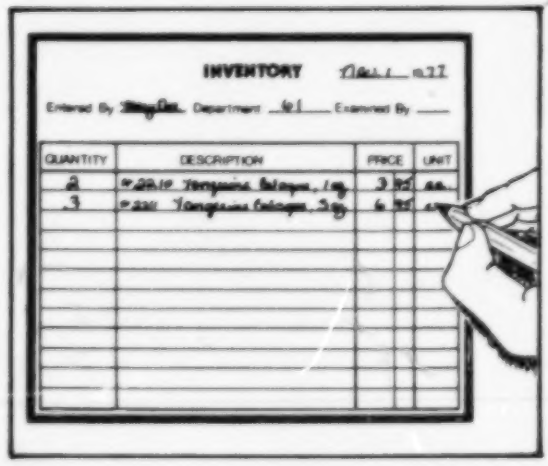
STEP 1 – Go to the work station set up with sample products on display.



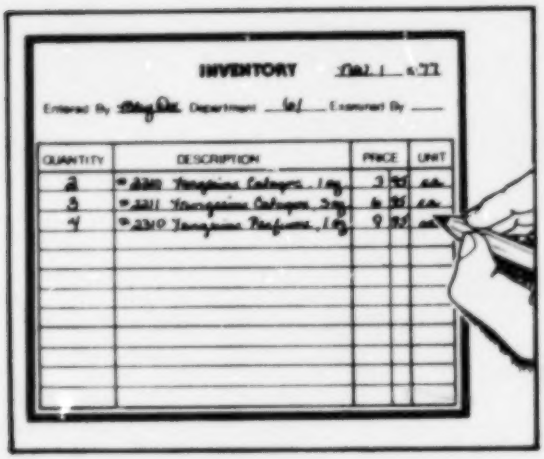
STEP 2 – Take the inventory form that you used in Instructional Objective I and place it in front of you as shown in the picture.



STEP 3 – Count the number of boxes that are labeled *2210 Tangerine Cologne, 1 oz.* These items are already listed on the inventory form. Check your form to see if the numbers are correct.



STEP 4 – Count the number of *2211 Tangerine Cologne, 3 oz.* Write the correct information on the next line of the inventory form as shown in the picture.



STEP 5 – Count the number of *2310 Tangerine Perfume, 1 oz.* Write the correct information on the next line of the Inventory Form as shown in the picture.

Check Point

Continue counting the sample merchandise until all is counted. After each count, write the information on the inventory form.

After you have completed the inventory of the sample products, go to your instructor and ask to have your work checked.

If your inventory form is wrong, repeat the steps and the checkpoint.

PART C – FILLING OUT A PURCHASE ORDER

INTRODUCTION

A retailer should have products in the store so there will be something for the customer to buy. To get these products, a retailer will make an order with a company that sells the products to retailers. Most of these orders are written on a purchase order and mailed to the selling company.

In this activity, you will learn how to fill out a purchase order. This will give you some idea of one of the tasks performed by a person working in fashion merchandising.

GOALS

The student will learn the different parts of a purchase order.

The student will understand how to write an order for products.

DIRECTIONS

Start by reading Instructional Objective I and then follow the steps to complete the objective.

Complete the checkpoint before going on to the next objective.

If you cannot complete the checkpoint, redo the steps and try again before asking for help.

Do not make any marks on the programmed text.

MATERIALS

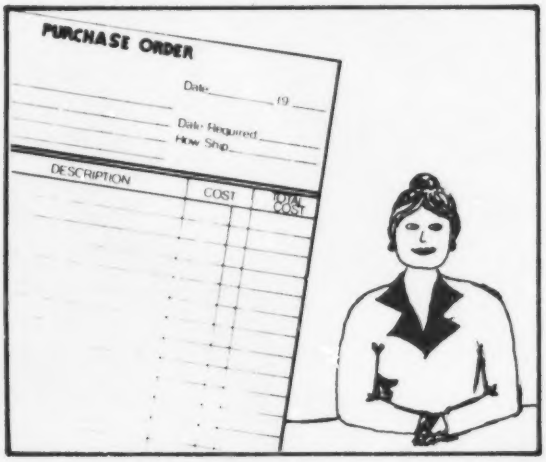
At your station, you should have the following item:

--A Student Learning Activity Guide, Part C

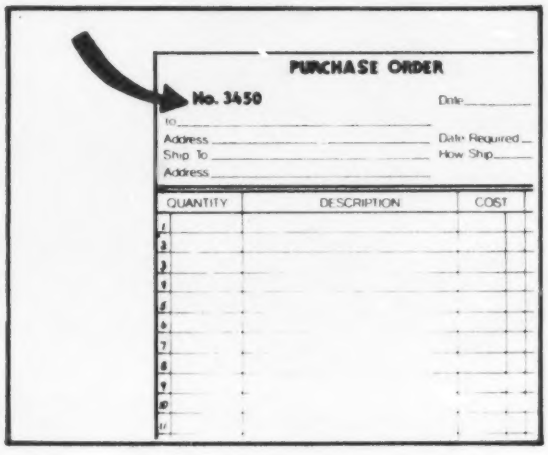
PROGRAMMED TEXT

Instructional Objective 1

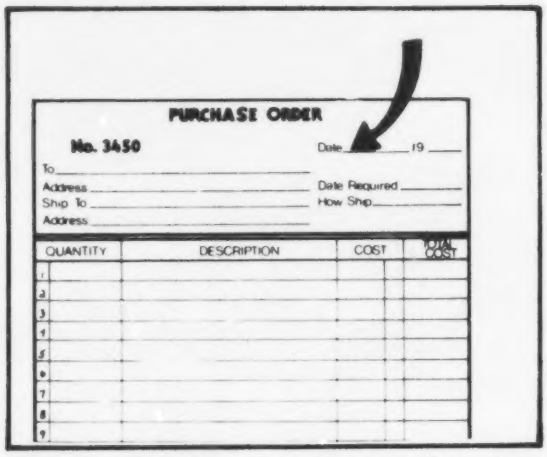
Given the different parts of a purchase order form, the student will correctly list the type of information written in each part.



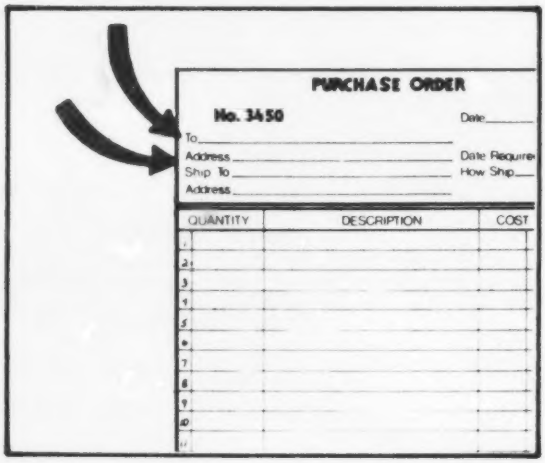
STEP 1 – Get the handout of the purchase order from your instructor and place it in front of you as shown in the picture.



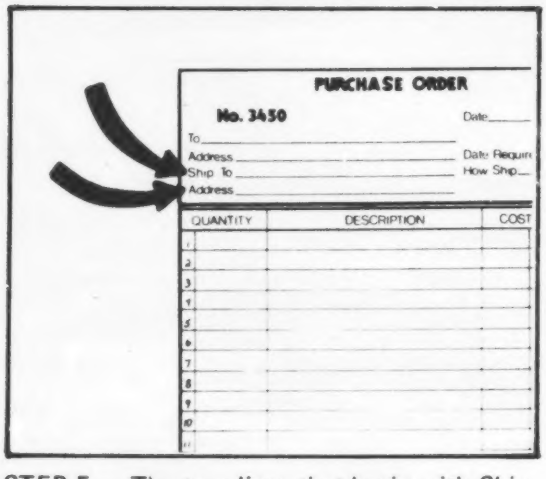
STEP 2 – The number printed on the purchase order is used by the person ordering as well as by the business who receives the order. Each purchase order will have a different number. If there is any question about the order, the business refers to the number on the order.



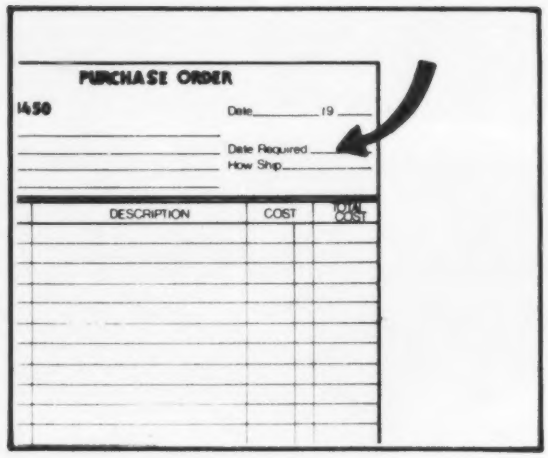
STEP 3 – The date shows the date the order is written.



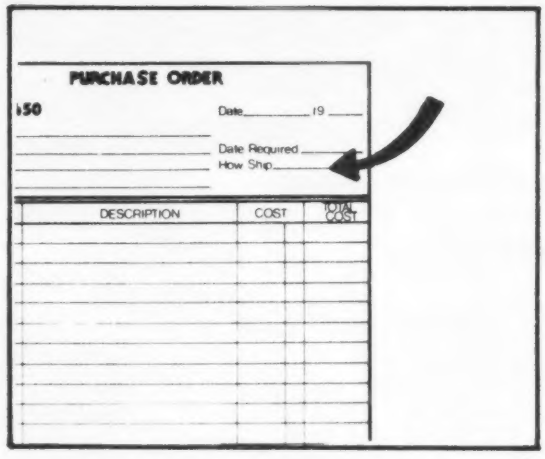
STEP 4 – The two lines that begin with *To* and *Address* show the name and address of the business to which the order is mailed.



STEP 5 – The two lines that begin with *Ship To* and *Address* show the name and the address of the business that is doing the ordering.



STEP 6 – The words *Date Required* show the date the products are needed at the business that is doing the ordering.



STEP 7 – The words *How Ship* show how the products are to be shipped to the business doing the ordering. It may be shipped by truck, train, or air.

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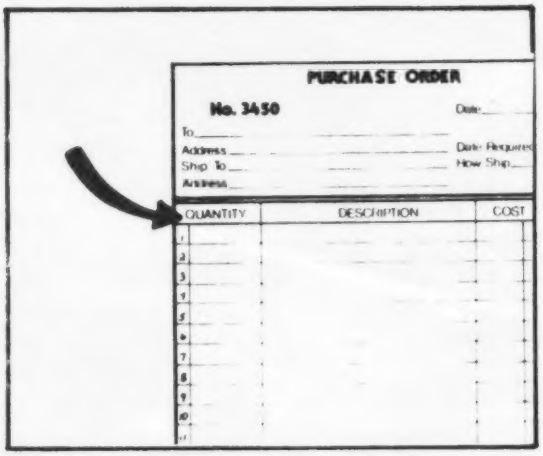
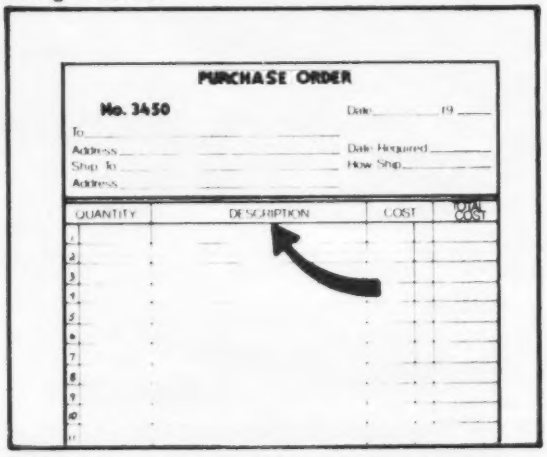
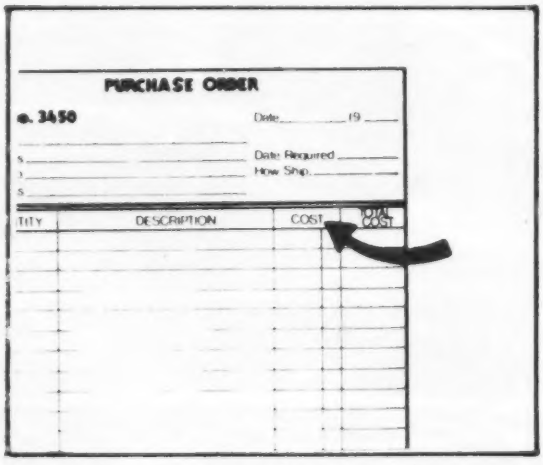


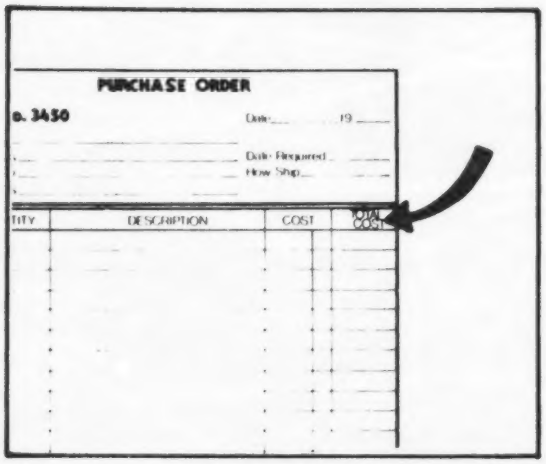
STEP 8 – The word *Quantity* shows the amount of a certain type of product that is being ordered.



STEP 9 – The word *Description* shows the numbers or words that tell about a certain type of product. This section shows the difference of one item from another.



STEP 10 – The word *Cost* shows how much each product costs the person who is ordering.



STEP 11 – The words *Total Cost* show how much all of a certain product costs the person doing the ordering. This amount is found by multiplying the quantity times the cost.

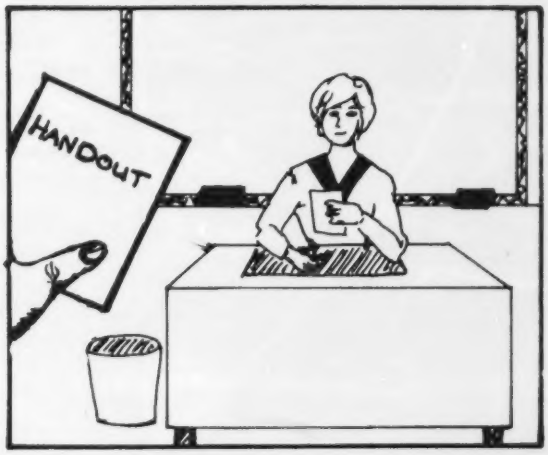
Check Point

Get the handout for the checkpoint for Instructional Objective I, Part C from your instructor. Without looking in the programmed text, fill in the blanks beside each term. Write the type of information that is needed for the different parts of a purchase order.

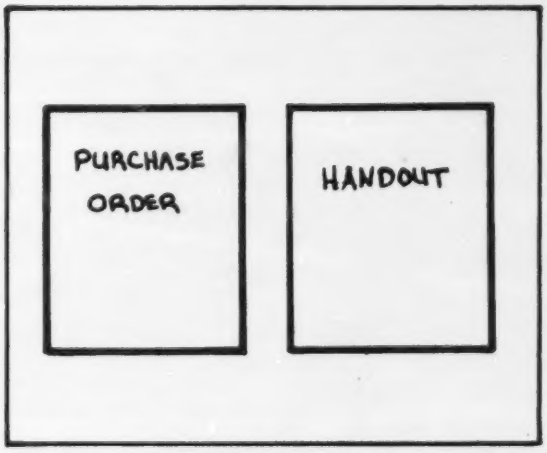
After you have completed the handout, go to your instructor and ask to see the master to check your answers. If your answers are correct, go on to the next objective. If they are wrong, redo the steps to the CHECKPOINT.

Instructional Objective II

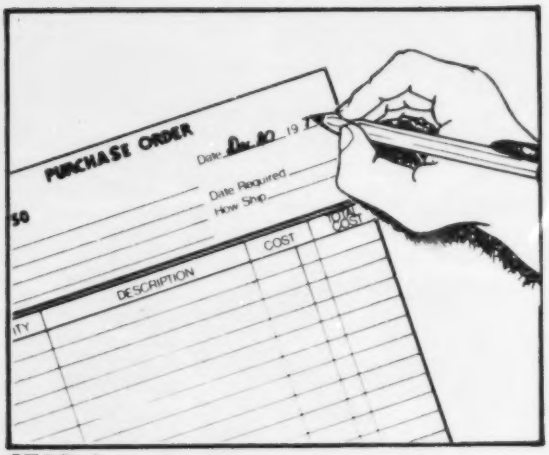
Given a list of products to be ordered, the student will correctly fill out a purchase order.



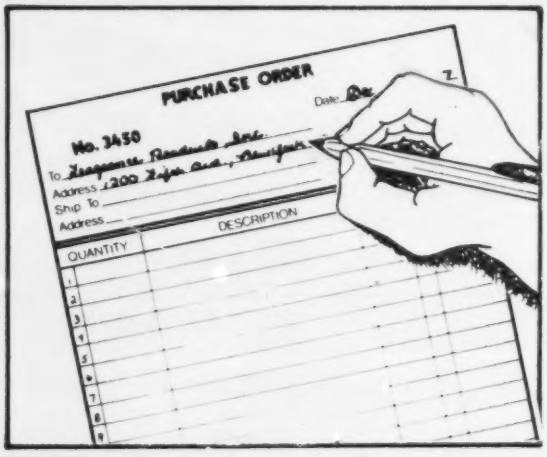
STEP 1 – Go to your instructor and get the handout for Purchase Order Information.



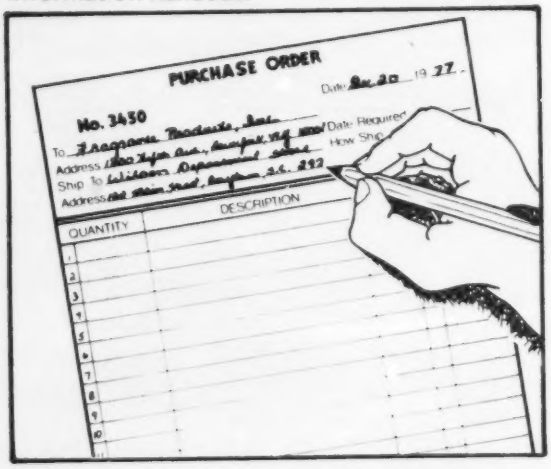
STEP 2 – Place the handout and your purchase order form from Instructional Objective I in front of you.



STEP 3 – On the line beside *Date* write *December 20, 19--* as shown in the picture.

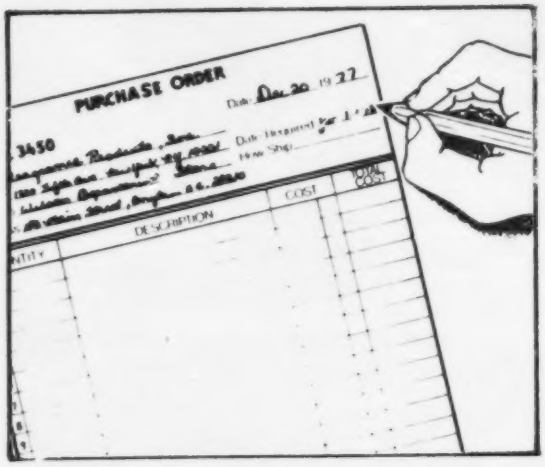


STEP 4 – On the lines beside *To* and *Address* write the name of the business from which the products will be ordered. This information is listed on the purchase order information handout.

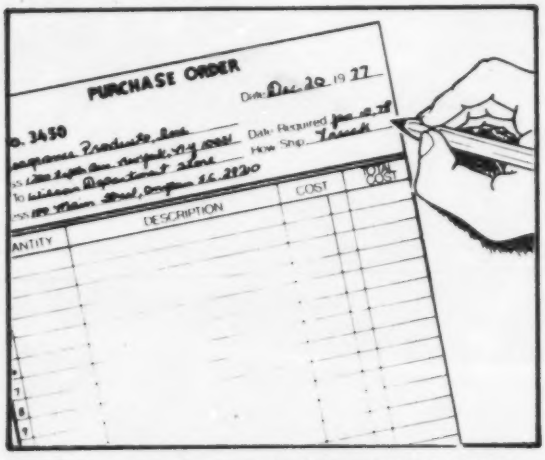


STEP 5 – On the lines beside *Ship To* and *Address* write the name and address of the store that is doing the ordering.

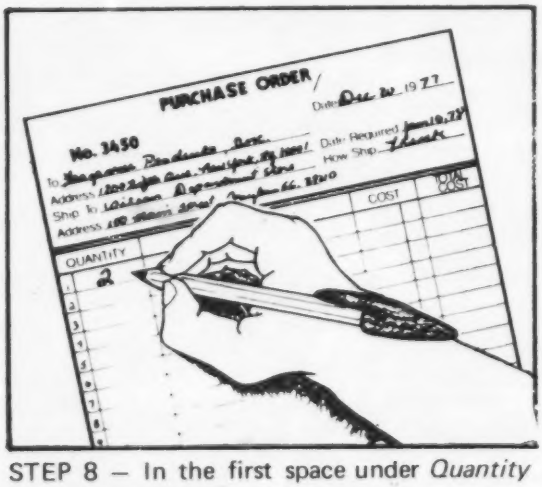
30



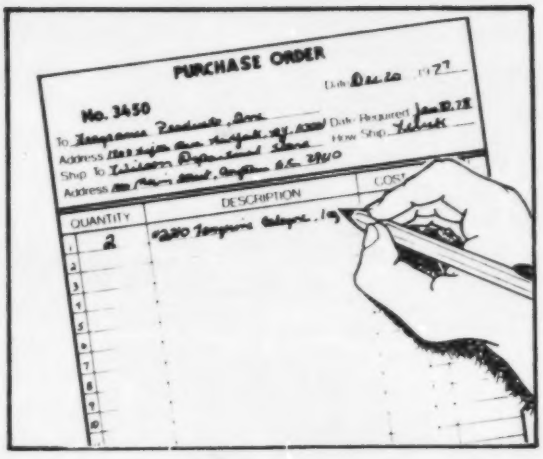
STEP 6 – On the line beside *Date Required* write the date as listed on the purchase order information handout.



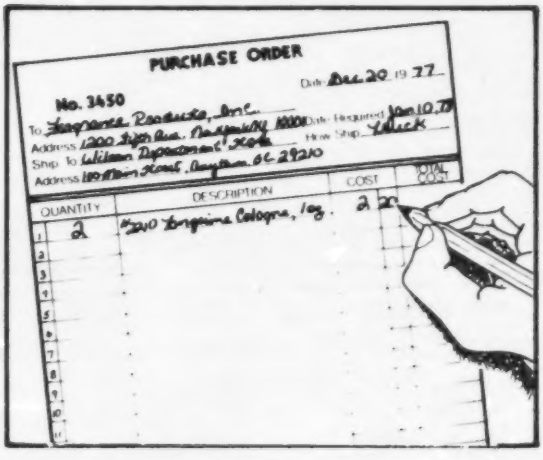
STEP 7 – On the line beside *How Ship* write the means of transportation to be used as listed on the purchase order information handout.



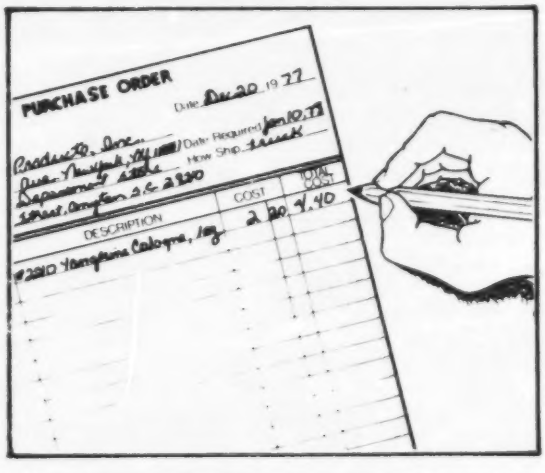
STEP 8 – In the first space under *Quantity* write the number *2*.



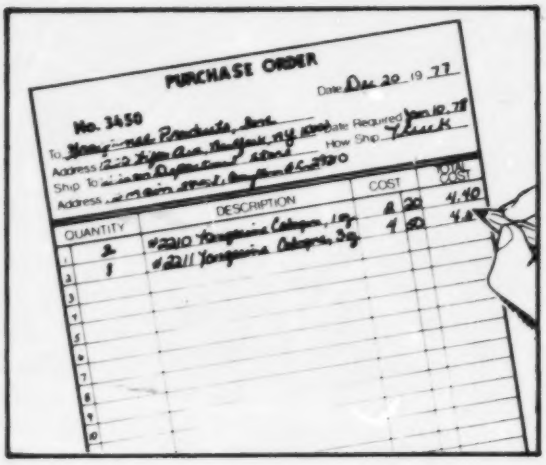
STEP 9 – In the first space under *Description* write *2210 Tangerine Cologne, 1 oz.*



STEP 10 – In the first space under *Cost* write *$2.20* as shown in the picture.



STEP 11 – In the first space under *Total Cost* write *$4.40* as shown in the picture. This amount is the quantity multiplied by the cost (2 x $2.20 = $4.40).



STEP 12 — In the second spaces under *Quantity, Description, Cost,* and *Total Cost* write the information for the next product ordered as listed on the purchase order information handout.

Check Point

Continue writing the order for the products listed on the purchase order information handout until all the products are listed.

After you have completed the purchase order, go to your instructor and ask to have your work checked.

If your purchase order is wrong, repeat the steps and the checkpoint.

219.367-018 MERCHANDISE DISTRIBUTOR (ret. tr.)

Compiles reports of stock on hand and kind and amount sold: Dispatches inventory data to units of retail chain. Routes merchandise from one branch store to another on the basis of sales. Usually specializes in one type of merchandise, such as dresses, sportswear, or lingerie. May give directions to one or more workers.

219.367-034 STOCK-CONTROL CLERK (clerical) inventory controller; stock-order lister.

Performs any combination of the following tasks to compile records concerned with ordering, receiving, storing, issuing, and shipping materials, supplies, and equipment: Compiles data from such records and documents as shipping and receiving papers, requisitions, contracts, and accounting reports and posts information to ledgers or other records. Keeps back-order file in established sequence and releases back orders for issuance or shipment as stock is available. Compiles stock-control records, consumption data, consumption rates, current market conditions, characteristics of items in storage, and related factors to establish or recommend stock levels or replenishment needs. Prepares requisitions, orders, or other papers for purchasing or requisitioning new or additional stock items. Compares nomenclature, stock numbers, authorized substitutes, and other listed information with catalogs, manuals, parts lists, and similar references to verify accuracy of requisitions and shipping orders. Reviews files to determine which items are not being used and recommends disposal of excess stock.

290.477-014 SALES CLERK (ret. tr.)

Obtains or receives merchandise, totals bill, receives payment, and makes change for customers in such retail stores as tobacco shop, drug store, candy store, or liquor store: Stocks shelves, counters, or tables with merchandise. Sets up advertising displays or arranges merchandise on counters or tables to promote sales. Stamps, marks, or tags price on merchandise. Obtains merchandise requested by customer or receives merchandise selected by customer. Totals price and tax on merchandise selected by customer, using paper and pencil, cash register, or adding machine, to determine bill; receives payment, and makes change. Occasionally calculates sales discount in determining sales slip. Wraps or bags merchandise for customers. Cleans shelves, counters, or tables as necessary. May keep record of sales, prepare inventory of stock, or order merchandise. May be designated according to product sold or type of store.

SALESPERSON (ret. tr; whole. tr.)

Sells merchandise to individuals in store or showroom, utilizing knowledge of products sold: Greets customer on sales floor and ascertains make, type, and quality of merchandise desired. Displays merchandise, suggest selections that meet customer's needs and emphasizes selling points of article, such as quality and utility. Prepares sales slip or sales contract. Receives payment or obtains credit authorization. Places new merchandise on display. May wrap merchandise for customer. May take inventory of stock. May requisition merchandise from stockroom. May visit customer's home by appointment to sell merchandise on shop-at-home basis. Classifications are made according to products sold as SALESPERSON, AUTOMOBILE ACCESSORIES (ret. tr.; whole. tr.); SALESPERSON, BOOKS (ret. tr.); SALESPERSON, SURGICAL APPLIANCES (ret. tr.).

222.137-038 STOCK-CONTROL SUPERVISOR (clerical)

Supervises and coordinates activities of STOCK-CONTROL CLERKS (clerical) engaged in keeping records of sales, keeping perpetual inventory or taking periodical physical inventory, and issuing production orders for stock. Performs duties as described under SUPERVISOR (clerical). May supervise and coordinate activities of workers engaged in keeping inventory records of equipment and rolling stock and be known as EQUIPMENT-RECORDS SUPERVISOR (const.).

185.167-070 WHOLESALER (whole. tr.) I

Manages establishment engaged in purchasing, wholesaling, and distributing merchandise, such as furniture and home furnishings, construction materials and supplies, metals and minerals, electrical goods, drugs and drug proprietaries, groceries and foodstuffs, and professional equipment and supplies to retailers, industrial and commercial consumers, or professional personnel: Estimates stock requirements based on sales orders, inventory, projected volume of sales, and current condition of economy. Authorizes purchase of merchandise based on estimates. Directs assembly of and storing of merchandise by workers, filling of orders, and distribution to customers according to sales orders. Directs and coordinates activities of workers engaged in wholesaling merchandise and extending credit to purchasers. Advises customers concerning current and future market conditions and availability of merchandise. Workers are classified according to type of merchandise, product, or material wholesaled and distributed.

162.157-018 BUYER (profess. & kin.) broker.

Purchases merchandise or commodities for resale: Inspects and grades or appraises agricultural commodities, durable goods, apparel, furniture, livestock, or other merchandise offered for sale to determine value and yield. Selects and orders merchandise from showings by manufacturing representatives, growers, or other sellers, or purchases on open market for cash, basing selection on nature of clientele, or demand for specific commodity, merchandise, or other property, utilizing knowledge of various articles of commerce and experience as buyer. Transports purchases or contacts carriers to arrange transportation of purchases. Authorizes payment of invoices or return of merchandise. May negotiate contracts for severance of agricultural or forestry products from land. May conduct staff meeting with sales personnel to introduce new merchandise. May price items for resale. May be required to be licensed by state. May be identified according to type of commodities, merchandise, or goods purchased.

209.587-034 MARKER (ret. tr.; whole tr.) marking clerk; merchandise marker; price marker; ticket marker.

Marks and attaches price tickets to articles of merchandise to record price and identifying information: Marks selling price by hand on boxes containing merchandise, or on price tickets. Ties, glues, sews, or staples price ticket to each article. Presses lever or plunger of mechanism that pins, pastes, ties, or staples ticket to article. May record number and types of articles marked and pack them in boxes. May compare printed price tickets with entries on purchase order to verify accuracy and notify supervisor of discrepancies. If worker prints information on tickets, using ticket-printing machine, see TICKETER (any ind.) or TICKET PRINTER AND TAGGER (garment).